

STATE OF CALIFORNIA

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OFFICE OF STATE CONTROLLER  
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Date: March 26, 1999

PERSONNEL LETTER # 99-007  
CIVIL SERVICE ONLY

To: All Agencies in the Uniform State Payroll System

From: Ralph Zentner, Chief  
Personnel/Payroll Operations Bureau

Re: EMPLOYMENT HISTORY (EH) UPDATE FOR BARGAINING UNIT 03

A resolution passed by the Board of Trustees of the California State University provides the following salary changes for Bargaining Unit 03 employees:

- General Salary Increase (GSI)
- Service-Based Salary Increase (SSI)
- Department Chair Salary Range and Stipend Changes
- Faculty Merit Increase (FMI)

This Personnel Letter addresses the GSI. Separate Personnel Letters will be issued on each of the other salary changes.

Implementation of the GSI will be achieved by both EH mass update and manual processing. The EH mass update will begin the night of 03/26/99 and should be completed by mid-morning of 03/27/99. As a result, the EH Online System will not be available for inquiry purposes on 03/27/99 until 10:00 a.m. If any problems are encountered with the mass update, the system may not be available until a later time.

An attachment is provided detailing information and processing instructions for the Bargaining Unit 03 GSI. Refer to Technical Letter HR/SA 99-03 for further information related to the GSI and the other salary changes.

If you have any questions regarding the mass update or the following document processing information, please contact your CSU Audits' Representative at the State Controller's Office.

RZ:PMAB:cah

Attachment

ATTACHMENT

EMPLOYEES IN BARGAINING UNIT 03

## Employment History Update

All employees in Bargaining Unit 03 are entitled to receive a 2.5% GSI effective 10/01/98.

A GEN transaction effective 10/01/98 will be posted to the employee's EH record via the EH mass update processed on the evening of 03/26/99.

Employees with Assigned Salary Rates and Red Circle Rates will not be included in the EH mass update. The Personnel/Payroll Services Division (PPSD) will identify the impacted employees and manually process the GEN transactions.

Employees with appointment expiration dates of 09/30/98 or prior will be included in the EH mass update. Campuses must determine if the employees are to be reappointed or separated and key enter the appropriate transaction(s).

Employees who separated prior to 10/01/98 may need an adjustment to their lump sum payments, if those payments extended beyond 09/30/98. A GEN transaction will not be posted. PPCS will identify the affected employees and manually adjust the lump sum payments.

Employees on NDI, Supplementing with Catastrophic Leave Donations, are eligible for the GSI. If an employee went on leave after 10/01/98, the EH mass update will post the GEN and generate the new GSI rate. The mass update will also correct any subsequent transactions with the new salary rate. However, the mass update cannot update EH records for those employees who were on leave prior to 10/01/98. Therefore, PPCS will manually process the GEN and correct any subsequent transactions for the affected employees.

Special payments/A54's processed before the EH mass update must be corrected for the GSI salary rate by the campuses. After the mass update, use the proper salary rate for new A54's processed.

## Payroll Adjustments

The majority of the adjustments resulting from the GSI mass update for the 10/98-03/99 pay period regular payments, will be issued in the daily payroll cycle issue dated 03/30/99. Employees on direct deposit will have their adjustment payments posted to their accounts on 04/01/99.

## Retroactive Charges

All transactions as a result of the October 1, 1998 salary increase are considered to be non-controllable personnel and payroll transactions. The EH transactions and payroll adjustments resulting from the EH mass update should not be reflected on the Monthly Retroactivity Report. However, any EH transaction, except for the GEN transaction, and payroll transactions that are either keyed by the campuses or processed by PPCS will appear on the campus' report. The campus can return the report identifying the items associated with the salary increase along with the appropriate explanation.

## Campus EH Processing Information

Based on the above updates processed by PPCS, the following is a guideline for processing various EH transactions. The transactions should be key entered in the order indicated.

1. Separations effective 09/30/98 or prior:

- 1) GENV effective 10/01/98.
- 2) SXX.

If an S70/71 for an academic employee was keyed prior to the GEN with the old salary rate, process as follows:

- 1) SXXC-enter the total amount due in Item 810. (Listings identifying the impacted employees will be sent to the campuses.)

2. Separations effective 10/01/98 or later, including Leaves Without Pay, S49 and 565 with Job Injury Code =7, should be processed as usual with the exception identified in #3 below.

DO NOT VOID THE GEN TRANSACTION.

If the separation was keyed prior to the GEN with the old salary rate, process as follows:

- 1) SXXC-enter total amount due in Item 810. (Listings identifying the impacted employees will be sent to the campuses.)

3. Employees on NDI/leave of absence without pay as of 10/01/98 and are to separate 10/01/98 or later with lump sum vacation/extra hours (Item 621) or final settlement pay (Item 810) requested on the separation transaction:

- 1) A57 or A58 effective same date as SXX and effective date hours = COB to change the salary rate to the GSI salary rate. Enter in Item 215: Lump Sum Only.
- 2) SXX.

4. Leave of Absences effective 09/30/98 or prior, including 565 with Job Injury Code = 7:

- 1) GENV effective 10/01/98.
- 2) SXX or 565.

5. Appointments effective 09/30/98 or prior and Item 450= 1, 3 or 4:

- 1) AXX.
- 2) GEN effective 10/01/98.\*

6. Appointments effective 10/01/98 or later and Item 450= 1, 3 and 4:\*

No GEN transaction required.

7. Reinstatements effective 09/30/98 or prior, including A57, A58, A68 and 565 with Job Injury Code = 4 (if prior status was Job Injury Code 7):

- 1) AXX or 565.
- 2) 715 effective same date of AXX or 565 to change Item 330 and/or Item 430 due to non-qualifying pay periods (if applicable).
- 3) GEN effective 10/01/98.\*

8. Reinstatements via the A57 or A58 transaction effective 10/01/98 or later:\*

No GEN transaction required.

9. Reinstatements via the A68 or 565 with Job Injury Code= 4 transaction effective 10/01/98:
  - 1) A68 or 565 effective 10/01/98.
  - 2) 715 effective 10/01/98 to change Item 330 and/or Item 430 due to non-qualifying pay periods (if applicable).
  - 3) GEN effective 10/01/98 to change the salary rate to the GSI salary rate (for assigned salary rate employees only).
10. Reinstatements via the A68 or 565 with Job Injury Code = 4 transaction effective 10/02/98 or later:
  - 1) A68 or 565.
  - 2) 715 effective same date of A68 or 565 to change Item 330 and/or Item 430 due to non-qualifying pay periods (if applicable).
  - 3) CRO effective same date of A68 or 565 to change salary rate to the GSI salary rate (for assigned salary rate employees only). Enter in Item 215: GSI.
11. Transactions not identified above, process as usual.